

Action Management Plan Worksheet	
Statement of Problem, Question, or Situation	
<p align="center">Topic #8</p> <p>The Business Manager wants you, as a new supervisor, to report on your driving staff. He wants to make sure everyone working for you meets the qualifications necessary to operate a school bus.</p>	
Attributes of Problem, Question, or Situation	
<p>Examples of:</p> <p>Qualities; Characteristics; Traits; Features; Elements; Parts; or Aspects;</p> <p>of Problem, Question, or Situation.</p>	<p>Data sources to review:</p> <ol style="list-style-type: none"> 1. Driver license, 2. Driver physical, 3. Driver course completion card, 4. Driver record, and 5. Drug Alcohol training/pre employment test and pool data. <p>What are laws, rules, regulations that define a qualified driver?</p>
Describe strategies or options to focus on attributes	
<p>Develop a spreadsheet to localize data in an easy to update and maintain format. Create a planning calendar to track continuing actions, dates, and events. Make sure driver subscription to MDOS is up to date to get needed information. Create a file on each driver with copies of each required document. Forward a copy to the business office or Human Resources departments to keep master files updated. Review medical reports from physicals noting which drivers need follow up for medical conditions. Make sure drivers meet all licensing requirements. Make sure driver is not over in points or has had accidents that require a road skills test. Make sure license reports from subscription service show driver has a valid license.</p>	
Identify AMP Objectives	Define outcomes per objective
<p>To make sure all drivers meet qualifications to operate a school bus</p> <p>To make sure periodic review of driver records, licensing, and training takes place.</p> <p>To know what makes a driver "licensed" and "qualified."</p>	<p>Determine that drivers meet the qualifications required by Law to operate a school bus.</p> <p>Design a way to periodically review pertinent data to ensure drivers remain licensed and qualified.</p>
List actions to accomplish objectives	
<p>Review driver data: Driver has less than 7 points and has the correct license with correct endorsements and/or restrictions. Review medical reports to make sure diabetic drivers are noted and that they meet the M.D.E. criteria. Identify handicapping conditions make it impossible to drive a school bus. Driver physical is current (only good for 12months currently). Driver(s) with suspensions need to have affidavit of road skills test on file to drive. Driver has correct course completion card on file Affidavit on file that driver has had drug/alcohol training class, pre-employment test and is entered into driver pool</p> <p>Establish calendar for annual physicals and driver certification classes so no one misses legal deadlines.</p>	

Remind drivers with licenses expiring, at least 45 days in advance, so they don't miss their renewal date.

Schedule all physicals at the end of the school year, so nobody has to wait in August to get medically qualified.

Update subscription list information as new drivers enter or other drivers leave so information will arrive from State in a timely fashion.

Identify methods to evaluate actions/tasks to meet objectives

Design reporting spreadsheet that can be quickly reviewed to ensure drivers meet or are on track to meet licensing and qualification requirements.

Copy driver license, medical, and course completion cards and update spreadsheet when putting these into the driver file.